

AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form, Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address Application Number Application Date Department of Education LEA Financial Advisory & Assistance Section Fiscal Services Division Date Received Date Completed Application Number FEB 1 Office of Administrative Services 1982 JAN 5 Telephone Number Working Title 2. Person to Contact 656-2447 Warren Post Administrator 3. Action Requested b. Dispose of present accumulation; no further accumulation anticipated. c. XX Amend Application No. 76-70-A _ Check One: D Change; D Supercede; D Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest 1965 Local Education Agency Financial Review Files To Date What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function No Change This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Included are: No Change File is arranged: How often are records referred to which are: 8. Monthly Reference Rate _; Seven to twelve months old _____; Thirteen to twenty-four months old ____ One to six months old ____ twenty-five months and older _ 9. Annual Rate of Accumulation of Records ____; Other *(specify)* _ ____; Shelves ____ .; Legal-size drawers ___ Letter-size drawers .

ES NO 10.			p	<u> </u>	
		ial copy of the seri	ies?		
	If not, where is		ial information	requiring security handling? If yes, cite law or regula	tion
		·		reducing security nationing: it yes, site law or regula	
	Is this a vital red	cord? have historical or	lana term	-ah ualua?	
				ecessary to keep the entire file for a long period, coul	d these
	documents be s	cheduled separate	ly?	<u> </u>	
				ublished? If ves, attach copy.	
				alyzed and/or recorded in a summarized report?	
		cation of this serie		, or in another office or agency?	
- H		•		nicrofilmed?	
			·	out?	
ii. Ketention	Requirements	The fo	onowing requires	s the series to be kept:	
a. State La	ıw.		years.	d. Audit period	year
	of limitation				year
c. Federal	law	<u> </u>	years,	f. Federal retention instructions	year
Attach cor	y or excert of law	ws or regulations.	Explain admini	istrative need.	
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APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address Application Number Application Date Department of Education 76 - 70 - A Office of Administrative Services Fiscal Services Division Application Number Financial Assistance Section DEC 1 6 1981 NOV 1 9 1981 **Working Title** Telephone Number 2. Person to Contact 656-2447 Administrator Warren Post 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. Amend Application No. 76-70 Check One: M. Change; Supercede; Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Local Education Agency Financial Review Files 1965 | Present What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function No Change This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Included are: No Change File is arranged: How often are records referred to which are: 8. Monthly Reference Rate One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older 9. Annual Rate of Accumulation of Records ; Shelves ____; Other (specify) _____ Letter-size drawers _____; Legal-size drawers ____

YES NO 10. Questionnaire	(Place an "X" in the proper co	olumn)	<u>*</u>
a. Is this the offic	ial copy of the series?		÷
		requiring security handling? If yes, cite law or regulation	on,
c. Is this a vital re	cord?		
	have historical or long term rese	arch value?	
	vo documents in the file make it is cheduled separately?	necessary to keep the entire file for a long period, could	these
	ion contained in this series ever p	oublished? If yes, attach copy,	
g. Is the informat		analyzed and/or recorded in a summarized report?	
h. Is there a dupli If yes, where?	cation of this series in your office	e, or in another office or agency?	
	r a major portion of it) regularly	microfilmed?	····
	d series result in a computer print		<u> </u>
11. Retention Requirements	The following require	es the series to be kept:	
a. State Law	years.	d. Audit period	vears.
b. Statute of limitation	vears.	e. Administrative need	•
c. Federal law	years.	f. Federal retention instructions	years.
Attach copy or excert of la	ws or regulations. Explain admir	nistrative need.	
·		•	
12. Approved Disposition Instr N Hold in the current files	• • •	ends that the file series be cut off at the end of each: Fiscal Year; Other	then,
	g area; holdyear(s)		
	ds Center; holdyea		
□ Destroy.			
	ves for permanent retention.		
Other (Specify)			
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These instructions apply to	o all prior and future accumulation	ons of the series.	
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A 11a - 2 /D - 11 /O'	1 0	Daniela Managament Office (Cinnet and	Data
Agency Head/Designee (Signa	ture) Date	Records Management Officer (Signature)	Date
A. Wagnan C	ulp 11/19/81	Walker L. Baumgardne	11/19/81
V	<u> </u>	State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved.	State Auditor/Designee	June June	128-81
(If disapproved, attach letter of explanation.)	Secretary of State/Designee	Carrell Hart	12-7-8/
	Asternou General/Decignon		11/1/18

AR-50-71; Rev. 76

OF GEOPGIA	Application for RECORDS DISPOSITION STANDARD	DEPARTMENT OF ARCHIVES & BISTORY RECORDS MANAGEMENT DIVISION	70 PAGE 1
February 23, 1976	<u>LYSTESCITIONS</u> See deparate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Cepartment of Archives and Nietory, Attention decords Management Officer	<u> </u>	No. late Completel
Department of Educat Financial Services D Financial Review Sec Room 132, 12 Mitchel	ion ivision	Warren Post 5. Moraina Title Supervisor	6.141 47
		OSE OF PRESENT ACCURTHER ACCUMULATION	
Earliest & Latest Dates of Series	9. Exact Series Title	TNANCIAL DEVIEW ETLES	

What is the function of the office in which this record series is created?

The Financial Services Division administers the statewide distribution of APEG allotments and payments, state capital outlay funds, and federal funds under Public Law 93-380, ESEA Title IV, Part B, and conducts financial analyses and reviews of local education agencies to aid them in financial management and legal use of all funds.

The Financial Review Section conducts financial reviews of each local education agency, providing technical assistance to them in their development of acceptable accounting systems and maintains and updates the Georgia Accounting Handbook for Local School Systems.

This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: administering financial reviews and audits of local education agencies, providing the necessary technical accounting assistance to the units in the development and maintenance of uniform and acceptable accounting systems.

Included are: (1) Local School System Budget, (2) Local School System Financial Report,
(3) Audit Report, (4) correspondence, and (5) other related documents.

Files are arranged: alphabetically by county school systems, city school systems, CESAs, area vocational technical schools and regional libraries.

ATTACH SAMPLES OF THE FILE

AR-50-71

	TOWNS OF THE PROPERTY OF THE P	TO THE RESIDENCE OF THE PARTY O	PARTICIPATION OF THE PARTY PROPERTY		SAF JURTON PLAN	Non-	BOLDER V MEETS	3 (* 1327 ,3™
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QUESTIONNAIRE Place on to the proper column. If answer is "TED," please explain	YES	, 110
13. Is this the Record Copy of the series?	[x]	[]
Except for item (2), Local School System Financial Report and item(3), Audit Rep 14. Is there a duplication of this series in another office or agency?		
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication.		[x]
16. Does the series contain classified information requiring security handling?	[-]	[X]
17. Does the series initiate, amend or terminate agency policies and procedures?	[]	[X]
18. Could the function be performed if the files were lost or destroyed?	[X]	[]
Files would be very difficult and/or costly to reconstruct from local school systence 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	ems.	{ x }
20. Does the record series provide data as input to an EDP file?	[]	[X]
21. Does the record series contain documentation produced as EDP printout?	[,]	{X}
22. Has the Federal Government issued instructions governing the retention/disposition of these files? see no. 24.	[X]	[.
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[]	[x]
·	×	
a.[]STATE b.[]STATUTE OF c.[]AUDIT d. X]FEDERAL e.[]ADMINISTRATIVE f.[]HIST LAW LIMITATION PERIOD LAW DECISION VALUATION (Cite Law, Statute, or other reason for the retention requirement) P.L. 93-380, Section 434, states that recipients of Federal funds shall keep pertine records for 5 years after completion of project. Some of these are grants covering 2 25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at of each -[]CALENDAR YEAR -[XFISCAL YEAR -[]OTHER [X] Hold in the current files area month(s)/_2 year(s): [] Transfer to [] State Records Center [] Local Holding Area; hold year [] Destroy. [] Transfer to State Archives for permanent retention. [] Destroy immediately after cut-off. [X] Other: (Specify) Then remove item (2), Local School System Financial Report and item (3), Audit Report, from the files and destroy; then transfer remainder of file to State Ar for permanent retention.	nt Years t the the the the	er en.
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